International ACAC Executive Board Meeting
Wednesday, March 11, 2026

MINUTES APPROVED

1. **Meeting called to order by President Liam McCartney at 9:02 AM Eastern Daylight Time.**
2. Absent from meeting: none. All Executive Board members were present, constituting a quorum.
3. **Motion:** To approve the January 14, 2026 Board Meeting Minutes. ***Motion Passed.***
4. Leadership Team Retreat: update from President Liam McCartney
5. HQ Staffing Update led by Megan Mankerian-Stem, on behalf of the HQ Restructuring Committee
    a. Margaret Andrade, Interim Executive Director, has excused herself from this discussion.
    b. The Executive Director application will be open from March 12 - April 1 with the goal of having the new Executive Director in place by June 1.
6. Webinar Discussion by Vice President for Professional Development Marsha Oshima
    a. Marsha shared about upcoming webinar dates and topics
7. HQ Update by Interim Executive Director Margaret Andrade
    a. Our Administrative Assistant's contract hours have increased from 20 to 25 hours per week, based on staffing needs and capacity.
    b. There have been over 300 new member applications since January 1 of this year.
8. 2026 Annual Conference Update by President-Elect Dan Marschner.
    a. Duolingo English Test is a Platinum Sponsor.
    b. The Regional Council will join in-person meetings on Sunday afternoon of the board retreat. They will join the board going directly from this meeting to Sunday night receptions.
9. Election Update by Immediate Past President Wilson Lee.
    a. Voting kicked off yesterday, March 10, for the Executive Board and Regional Council elections.
10. Any Other Business
    a. NACAC Advocacy Day is in Washington DC next week. Vice President for Global Affairs Péter Árvai will be attending on behalf of International ACAC.
    b. Update from Vice President for Support, Access, & Success Joyce Agyare: the Virtual Scholar Program is changing its name to the Virtual Scholar Institute.
    c. Update from Vice President for Admissions Practices Claire WIlkins: the AP Committee will launch an initiative this year to allow conference attendees to take a quiz about the Guide to Ethical Practice in College Admission.
    d. Update from Representative Andrew Palmer: conference bursaries have been split into 2 Rounds this year. Round 1 was successful and Round 2 will launch on March 16.
11. **Motion**: by Immediate Past President Wilson Lee. ***Motion Passed.***
    a. Motion to update our Policies & Procedures in regards to the responsibilities of the GNC.
12. **Motion**: by Vice President for Support, Access, & Success Joyce Agyare. ***Motion Passed.***

a. Motion to update our Policies & Procedures to reflect the Virtual Scholar Program has changed its name to the Virtual Scholar Institute.

13. **President Liam McCartney adjourned the meeting at 10:14 AM Eastern Daylight Time.**

Respectfully submitted,
Jessica Bishop
Program Manager
April 2, 2026